

Introduction

Calc is used to present and analyze data and to make forecasts and predictions. Graphics can turn an average spreadsheet into a more memorable document. Calc can import various vector (line drawing) and raster (bitmap or photo) file formats. Commonly used graphic formats include GIF, JPG, and PNG. See the LibreOffice Help for a full list of the formats that Calc can import.

Graphics in Calc are of three basic types:

- Image files, such as photographs, drawings, and scanned images
- Diagrams created using LibreOffice's drawing tools
- Charts and graphs created using LibreOffice's Chart facility; see Chapter 3, Creating Charts and Graphs, for more information

Using graphics in Calc is similar to using graphics in other components of LibreOffice. For more detailed descriptions, please refer to the *Getting Started Guide* or the *Draw Guide*.

Note

In LibreOffice, the terms *graphics* and *images* refer to both pictures and drawing objects. Often the word images is used when referring to pictures and other graphics that are not drawing objects.

Adding graphics (images) to a spreadsheet

Images, such as corporate logos and photographs, are probably the most common types of graphics added to a spreadsheet. They may be downloaded from the Internet, scanned, created with a graphics program, photographs taken with a digital camera, or clip art in the Gallery.

Inserting an image file

When the image is in a file stored on the computer, you can insert it into a spreadsheet using one of the following methods.

Drag and drop

- 1) Open a file browser and locate the image you want to insert.
- 2) Drag the image into the spreadsheet and drop it where you want it to appear.

This method embeds (saves a copy of) the image file in the document. To link the file instead of embedding it, hold down the *Ctrl+Shift* keys while dragging the image. See “Linking or embedding an image file” on page 207 for more information.

Insert Image dialog

- 1) Click in the spreadsheet where you want the image to appear.
- 2) Choose **Insert > Image** on the Menu bar.
- 3) On the Insert Image dialog (Figure 178), navigate to the file to be inserted, and select it.
- 4) Select the **Link** option if you want to link the file instead of embedding it.
- 5) Select the required option in the *Anchor* menu: **To cell**, **To cell (resize with cell)**, or **To page**. See “Anchoring images” on page 214 for more information about these options.
- 6) Click **Open**. The image is inserted into the spreadsheet.